

# Memorandum

TO : RECORDS ADMINISTRATIVE OFFICER

DATE: 15 APRIL 1965

FROM :

[Redacted]

SUBJECT: REVIEW OF CABLE SECRETARIAT RECORDS CONTROL SCHEDULE 12.02-64

REF : HN [Redacted] ELIMINATION OF INACTIVE RECORDS DATED 24 FEBRUARY 1965

1. A REVIEW OF CABLE SECRETARIAT RECORDS CONTROL SCHEDULE 12.02-64 HAS BEEN MADE. IN MY JUDGMENT EXISTING RETENTION PERIODS ARE AT A MINIMUM AND PERMIT NO PRACTICAL REDUCTION AT THIS TIME.

2. MY REVIEW DID, HOWEVER, SERVE TO SURFACE THE NEED TO REVISE THE CUBIC VOLUME FIGURES FOR OUR CABLE REFERENCE FILES ITEMS 8, 9 AND 12 OF OUR SCHEDULE. I HAVE NOT YET WORKED OUT THE EXACT INCREASE BUT WILL FURNISH YOU THE FIGURES BY REVISED SCHEDULE PAGES SHORTLY. THE INCREASE IN THESE FILES IS IN DIRECT RATIO TO THE INCREASE IN THE VOLUME OF OUR MONTHLY TRAFFIC COUNT. FOR EXAMPLE, IN MARCH 1965 WE PROCESSED THE HIGHEST VOLUME IN OUR 13 YEAR HISTORY. THE TOTAL WAS 55,615 WORK ITEMS. CIA CABLE VOLUME TODAY IS 13% HIGHER THAN IN 1963. NON-CIA CABLE VOLUME IS 18.5% HIGHER THAN IN 1963. NEEDLESS TO SAY OUR LEXTRA SHELF FILES ARE BULGING.

3. I HAVE SUSPENDED FOR THE MOMENT A REQUISITION FOR ONE-FOUR DRAWER COMBINATION SAFE NEEDED FOR STORAGE OF NON-CIA TOP SECRET CABLES. THE VOLUME OF THESE ITEMS HAS INCREASED STEADILY OVER THE PAST SIX MONTHS, PARTICULARLY THE MILITARY ITEMS CONCERNING VIETNAM. WE ARE COMMITTED BY REGULATION TO KEEP THESE ITEMS OF HEADQUARTER REFERENCE FOR ONE YEAR. I'M EXPLORING THE FEASIBILITY OF REDUCING THIS TO SIX MONTHS AT HEADQUARTERS AND SIX MONTHS AT THE RECORDS CENTER. THIS WOULD REMOVE THE CURRENT NEED FOR THE NEW SAFE. I WILL KEEP YOU POSTED AS THIS DEVELOPS.

[Redacted Signature]

DEPUTY CABLE SECRETARY

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